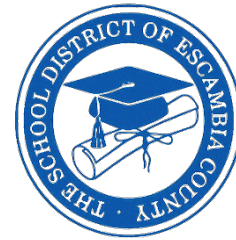


Job Title: **Manager – Central Inventory Textbook Control**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
MAY 17 2022
DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to effectively and efficiently manage the School District's Central Warehouse Inventory Control and Textbook Distribution Departments.

ESSENTIAL JOB FUNCTIONS

- Supervises the input of all aspects of inventory control.
- Supervises the maintenance of inventory balances to the general ledger.
- Supervises the preparation of all inventory control computer reports.
- Acts as District Textbook Procurement and Distribution Coordinator.
- Uses current performance data to evaluate and updates textbook procurement processes.
- Demonstrates initiative in the enhancement of the inventory accounting system.
- Processes District textbook purchases within the guidelines of the Florida School Book Depository.
- Assists in developing, implementing, and evaluating control and procurement practices and procedures.
- Works closely with school principals, District staff, and Textbook Coordinator to provide support and services in assigned areas.
- Serves as a liaison with the State Department of Education and the Florida School Board Depository for assigned areas of responsibility.
- Maintains positive relationships with staff and vendors.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Manager informed of potential problems or unusual events.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill goals and objectives.
- Promotes and supports professional growth for self and others.
- Maintains a network of peer contacts through professional organizations such as FADAMA.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree from an accredited educational institution and five (5) years of experience in inventory control procedures.
- Minimum of one (1) year of supervisory experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of inventory control procedures and textbook procurement procedures.
- Requires the ability to plan, organize, and prioritize.
- Requires the ability to display skills to work with people in an effective manner.
- Requires the ability to display knowledge of Florida Statutes, State Board of Education rules, and local School Board policies pertaining to areas of responsibility.
- Requires the ability to use technology.
- Requires the ability to manage finances and budgets.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to prepare and/or process purchase orders and maintain accountability for inventory.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: May 17, 2022

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

MAY 17 2022

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY